

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

FLEET PARTS BUYER

DEFINITION:

Under general supervision, to purchase a wide variety of motive and related parts, goods or commodities; to manage a motive parts storeroom; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Prepares requisitions for purchase of parts for automotive, construction, and related mechanical equipment;
- Solicits quotations and compares costs of commodities;
- Analyzes departmental motive supply needs and makes recommendations for purchase of equipment and other commodities;
- Prepares and reviews specifications for annual contracts and purchases requiring written bids;
- Recommends revision of long-term contracts, standardization of commodities or other means to achieve greater value for money expended;
- Analyzes written bids and makes recommendations for the award of contracts;
- Follows up vendor orders to insure that delivery dates and other terms of purchase are met;
- Maintains parts catalogs and vendor price lists;
- Prepares cost estimates of parts required for major equipment overhaul or repair;
- Locates suppliers of items that are difficult to secure and recommends substitute items;
- Arranges with vendors for correction of errors or replacement of defective items;
- Keeps informed on new products and prices;
- Interviews sales personnel and studies catalogs and other sources to secure information in market trends;
- Actively manages a storeroom by adding/deleting stock, ordering stock and making adjustments;
- Analyzes motive trends for storeroom inventory adjustment and analyzes parts usage reports for cost effective changes;
- Supervises Auto Parts Stock Clerks and other storeroom personnel issuing stock to customers;
- Prepares budget estimates on supplies, parts and equipment needs;
- Confers with maintenance and repair staff on repair and maintenance parts and supplies, needs and priorities;
- Maintains and updates computerized records and prepares reports.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelors degree, **OR** completion of 60 semester/90 quarter college units, **AND** two years of automotive storekeeping or automotive maintenance experience; **AND** one year of experience in the procurement of motive/fleet parts. Additional qualifying motive/fleet purchasing experience may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.